



LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH  
550 S. VERMONT AVE., LOS ANGELES, CA 90020 HTTP://DMH.LACOUNTY.GOV



MARVIN J. SOUTHARD, D.S.W.  
Director

ROBIN KAY, Ph.D.  
Chief Deputy Director

RODERICK SHANER, M.D.  
Medical Director

February 26, 2013

TO: Each Supervisor

FROM: Marvin J. Southard, D.S.W.  
Director

SUBJECT: **NOTIFICATION OF INTENT TO EXPEND FUNDS FOR THE TWELFTH ANNUAL MENTAL HEALTH AND SPIRITUALITY CONFERENCE**

This memorandum is to notify your Board of the Department of Mental Health's (DMH) intent to exercise the delegated authority granted by your Board to the Director of Mental Health (Director), or his designee, to execute an agreement with the Center at Cathedral Plaza-Levy Restaurants for facility rental fees and catering services for the Twelfth Annual Mental Health and Spirituality Conference. The Twelfth Annual Conference on Mental Health and Spirituality: "The Breakthrough," will be held on June 6, 2013, at an estimated cost of \$57,600.

On March 6, 2012, your Board adopted a Board letter which delegates authority to the Director, under Recommendation No. 3, to sign substantially similar agreements with similar conference sites for facility rental fees and catering services for three subsequent annual Mental Health and Spirituality Conferences through Fiscal Year 2014-15, not to exceed a total amount of \$65,000 per annual event, subject to review and approval by County Counsel and notice to your Board and Chief Executive Office.

DMH has already obtained County Counsel's approval of the facility rental agreement with the Center at Cathedral Plaza-Levy Restaurants.

If you have any questions or concerns, please contact me, or your staff may contact Richard Kushi, Chief, Contracts Development and Administration Division, at (213) 738-4684.

MJS:MM:RK:gt

c: Executive Officer, Board of Supervisors  
Chief Executive Officer  
County Counsel  
Robin Kay, Ph.D.  
Margo Morales  
Kimberly Nall  
Kumar Menon  
Richard Kushi